



CITY OF NEW YORK - DEPARTMENT OF CORRECTION

OFFICE OF CONSTITUENT AND GRIEVANCE SERVICES

Form.: 7102R
Eff.: 9/14/18
Ref.: Dir. 3376R-A



DISPOSITION FORM

Grievance Reference #:

Date Filed:

Facility:

Inmate Name:

Book and Case#:

Category:

From OCGS Inmate Statement Form, print or type short description of grievance:

Action Requested by Inmate:

STEP 1: FORMAL RESOLUTION

Check one box: Grievance Submission is not subjected to the Grievance Process

The Office Of Constituent and Grievance Services proposes to formally resolve your grievance as follows below. Alternatively, OCGS staff shall provide an explanation for why the submission is not subject to the OCGS process.

CHECK THE APPROPRIATE BOX BELOW AND PROVIDE YOUR SIGNATURE (Failure to sign forms will forgo your right to appeal the proposed resolution.)

Yes, I accept the resolution No I request to appeal the resolution of this grievance to the Commanding officer.

Note: If you appeal, the grievance staff can request for a preliminary based review if they feel the complaint was thoroughly investigated and addressed, prior to forwarding to the Commanding Officer. You will receive the outcome of this review within (3) business days to inform you the appeal will proceed or you exhausted administrative remedies.

Inmate's Signature:

Date:

Preliminary Review Requested

Grievance Coordinator/Officer Signature:

Date: